



**The California Department of Fish & Game
Invites you to take the
Open Spot Examination
(San Joaquin, Sacramento and Sonoma Counties)**



for SENIOR LABORATORY ASSISTANT

FINAL FILING DATE: May 29, 2009

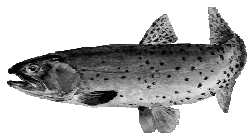
(Application must be postmarked by this date)

THIS BULLETIN SUPERSEDES THE PREVIOUSLY ADVERTISED BULLETIN

Why not work to benefit California's environment?

Want to work with dedicated people who value and enjoy their work?

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.



About the State Examination & Hiring Process:

The first step in the State hiring process requires you to take a competitive examination for each separate permanent job classification. Examinations may be written, interview, or performance-based and are designed to test the knowledge and abilities required for the classification. After you take and pass a State examination, you are ranked and placed on an employment list for that classification. Once you are placed on the employment list, you can apply for job openings in that classification. For more information on the State examination and hiring process, visit our website at <http://www.dfg.ca.gov/jobs>

Position Information

Position Description: Incumbents, under supervision, perform biological, chemical or related procedures involving a varied sequence of technical operations following well-defined methods; and assist with training and direction of subordinates.

Currently positions exist only in Sacramento, San Joaquin and Sonoma counties.

Salary Range: \$2,495 - \$3,031

How to Apply for this Examination

Where to Mail: The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814

How to Get an Application: Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at www.spb.ca.gov/jobs/stateapp_adobe.htm

Accommodations for Persons with Disabilities: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

Requirements for Admittance to the Examination

Minimum Qualifications for Admittance:

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II, or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I: Two years of experience in the California state service performing laboratory work, including one year performing the duties of a Laboratory Assistant, Range B.

Or II: Completion of two years of college including at least twelve semester hours in college laboratory courses such as chemistry, physics, biology, or bacteriology. (Two years of experience performing technical laboratory work may be substituted for the required education on a year-for-year basis.)

Applicants using education under Pattern II above must provide transcripts. (Unofficial transcripts from an educational institution will be accepted.)

Make Sure you Also Meet These Conditions:

All applicants must meet the education and/or experience requirements for this examination by May 29, 2009, the final filing date.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

Examination Information

Type of Examination:

This examination consists of a **written examination weighted 100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of **70.00%**. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN EXAMINATION WILL BE DISQUALIFIED.** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Examination Date:

The written test date will be determined as soon as arrangements can be made. Accepted candidates will be notified at that time.

Examination Locations:

The written examination will be held in Sacramento/Stockton and possibly in the Santa Rosa area. However, these locations may be limited or extended as the number of candidates and conditions warrant.

Scope of Examination:

A. Knowledge of:

(STUDY THIS to prepare for examination)

1. Laboratory equipment, methods and procedures.
2. Fundamentals of biology and chemistry.
3. Laboratory calculations.

Special Personal Characteristics:

Aptitude and liking for laboratory work; orderliness; tact; reliability; either normal color vision or partial color blindness only. (Applicants with partial color blindness must demonstrate the ability to satisfactorily distinguish colors most frequently found in laboratory work.) Color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

Veterans Preference:

Veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE CREDITS.**

Length of List Eligibility:

The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Questions?

If you have any questions concerning the Senior Laboratory Assistant examination or the testing process, please contact Melody Tate, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

Additional General Information

IMPORTANT: What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veterans preference points are on the Veterans Preference Application form (Form 1093) which is available from the Department of Fish and Game, State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.